

11 January 1957

CONFIDENTIAL

Suggestion No. 2660

Date of Suggestion: 16 November 1956

25X1A

FI/RI Supervisor GS-9

A. Summary of the Suggestion:

Suggester proposes that the blue copy of the incoming pouch manifest be omitted since its sole purpose is to serve as a receipt for the field stations that headquarters has received their pouch. Headquarters uses the RI pouch and Manifest Tracer to check missing pouches from the field, so it is entirely unnecessary for headquarters to receipt for the field's incoming pouches.

B. Evaluation of the Concerned Offices:

Chief, Records Management Staff on 26 November 1956 stated the following:

"This suggestion appears to have merit from the standpoint of eliminating non-essential reporting to field stations. If every item on the pouch manifest is accounted for upon receipt by RI/FI, why is it necessary to report this fact to the field station? In addition, as the suggester points out, missing pouches are traced using the RI Pouch and Manifest Tracer."

Chief, RI/FI on 13 December 1956 made the following statement:

"The subject suggestion has been reviewed in the Records Integration Division and we recommend that it be approved. RI will revise the form at its next printing and will discontinue the use of the blue copy of the form immediately."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible benefits.

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~~Def. by RI/FI~~
~~Def. by RI/FI~~
~~to be reviewed~~